



CLEVELAND DIVISION OF POLICE

DIVISIONAL NOTICE



DATE OF ISSUE: December 11, 2015	DISTRIBUTION: ADMINISTRATIVE UNITS	NUMBER: 15-406
SUBJECT: REPUBLICAN NATIONAL CONVENTION (RNC) TRAINING		NO. OF PAGES: 1 of 1
CLASSIFICATION:		CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>

Planning for the 2016 Republican National Convention (RNC) is a massive undertaking that requires a coordinated, well-choreographed, and Division-wide effort. It is important to ensure that all RNC related training is accurately documented for future reference.

The Training Section is the centralized archive for all police related training records regardless if the instruction was received from or conducted under the auspices of the Training Section.

Members attending or conducting training that is independent of the Training Section shall provide the Training Section with the following documentation:

- Dates and times of the training.
- Who attended and proof of attendance (sign in sheets).
- What was trained (lesson plans, power points, and handouts).
- Proof of successful completion (certificates).

This requirement is especially important as it relates RNC related training. Based on other cities' past experiences with similar high profile events, it is universally accepted that lawsuits will follow. Proper documentation of relevant training will be an important part of the city's defense to potential legal actions arising from RNC security related activity.

This Divisional Notice shall be considered a directive of the Division and failure to comply shall subject the member to the disciplinary process.

CDW/jeh
Policy Unit